**ADHD CLEARANCE CHECKLIST**

The checklist below is to help you obtain the required information for ADHD medication management clearance at UVM. You can send this checklist to your home provider alongside your records request to assist in delivery of the necessary clinical records.

**Diagnostic evaluation was completed by:**

☐ Psychiatrist

☐ Psychiatric nurse practitioner

☐ Neuropsychologist

☐ Doctorate or master's trained psychologist.

☐ Primary Care Provider

***Note: Online or telehealth evaluations are not sufficient****.*

To be considered for ADHD medication management, your records must include all the following:

☐ **Treatment History** - Including medication history **(at least 6 months)**

☐ **Treatment Plan** – Including what your current provider anticipates going forward, as well as current medication and dosage.

☐ **Condition History** - History of onset and course of symptoms, including functional impairment., and evidence of symptoms before the age of 12.

☐ **Observer information** – Collateral details from a parent, partner, mental health provider, or other. *This is typically collected as part of history-taking.*

☐ **Differential Diagnosis Consideration -** Documentation that other possible comorbid disorders (e.g., anxiety, trauma, bipolar spectrum, learning disorders, hearing/sleeping disorders, etc.) have been considered.

☐ **Objective Assessment(s)**

* At least one objective assessment measure of attention and executive function (e.g., TOVA, CPT, Trails, Stroop, D-KEFS, BDEFS, Brief Test of Attention, or comparable).
* At least one objective assessment measures of emotional function (e.g., PAI, MMPI-2, Millon, BDI-II, BAI, or comparable)

☐ **Self-Reporting -** At least one self-report symptom checklist with validity scales (e.g., Conners, Brown, Vanderbilt, or comparable)

☐ **Diagnostic Statement and Recommendations**

**Important Considerations:**

* The State of Vermont has no exclusions on prescriptions for controlled substances written from outside of the state. Therefore, your provider can send your prescription to a local pharmacy for pick-up or delivery.
* If this is not an option, please be sure you have enough medication to cover processing time which can take up to 6 weeks.
* Only submit required information, not full medical charts, for ADHD medication management. Doing so may result in delays in the approval process.

**Submission Instructions**

You may submit your supporting documentation in the following ways:

**Mail:** Student Health Services  
 c/o ADHD Coordinator  
 425 Pearl St.  
 Burlington, VT 05401

**Fax:** (802) 656-8178 (Attn: ADHD Coordinator)

**Secure File Transfer**: Use <https://filetransfer.uvm.edu/> to send digital records to [shsforms@uvm.edu](mailto:shsforms@uvm.edu) for expedited retrieval.

If you have any questions or need support, please reach out to us at [ADHD@uvm.edu](mailto:mADHD@uvm.edu).